

Excel - from the Beginning

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This presentation is a simple overview of some of the more important features of Excel. In addition to becoming familiar with the look and feel of a spreadsheet program, we will practice entering some data and formulas.

Anatomy of a Spreadsheet

Cell – where a row and a column intersect, named A1, A2, B4, B212, etc.

Row – numbered

Column –alphabetized

Range – a group of cells specified by upper left cell address and lower right cell address like this: (A1:Z50)

Worksheet or Sheet – a tab in the workbook, may be multiple pages

Workbook – an entire document or file that may include many worksheets

Data Entry

- ❑ Type characters in a cell. Use the tab key to move across and the enter key to move down. Or, use the arrow keys to move from cell to cell.
- ❑ Text may run across several cells, but may not print correctly unless you use the Format Menu options to wrap text, or change the size of the cell.

Basic Functions

- ❑ When you enter a function in the cell, only the result displays on screen and printout. To edit a formula, use the formula bar (bottom tool bar). Click the cell so the formula displays in the bar.
- ❑ To enter a function in a cell, always begin with the equal sign =.
- ❑ You may then either enter numbers or cell names. Use cell names if the number might change as you develop the sheet.
- ❑ Common math formulas may be entered as follows:

=4+5	Simple addition of two numbers
=A1+B1	Simple addition of two numbers given by cell address
=3-9	Simple subtraction of one number from another
=A1- (B1+B2)	Add numbers in cells B1 and B2, then subtract that amount from the contents of A1
=5*210	Simple multiplication of two numbers
=A2*B6	Simple multiplication of two numbers given by cell address
=8*B3	Simple multiplication of two numbers, one fixed and one given by a cell address
=9/3	Simple division of one number by another
=A4/A5	Simple division of one number by another with both numbers given by the cell address
=SUM(A1:C10)	Add the contents of all the cells in the range A1 thru C10;

Quick Tips

1. Select cells or data and use copy, cut, paste and format features as in any Windows program.
2. To drag and drop: position the cursor on the EDGE of a selected area and drag.
3. The Fill Handle is a small box in the lower right corner of any selected cell area. Click on this “handle” and drag to fill cells with repeated information, or to continue a sequence of information such as dates.
4. Double-click the separator between column letters to automatically adjust the column width to show all data. Drag the separator to size the column manually.
5. Use Ctrl + click to select non-adjacent cells for charts and formatting.

Charts

- ❑ To create charts, be sure that the category headings or labels are at the top and/or the left of the data you wish to plot. Then, select the headings and data you wish to chart. Click the chart creation button on the toolbar, or select Chart from the Insert Menu. Follow the steps in the wizard. Be sure you carefully consider the finished product – not all chart types are appropriate for all data, and sometimes, your data does not get represented in quite the way you would like.

Print Options

- ❑ Print Preview, under the File Menu, is extremely important in Excel. It is the only way you will know what the printout looks like.
- ❑ Many spreadsheets lend themselves to a landscape paper orientation – wider than they are tall. Also, in some cases, you may want to include the “gridlines” in the printed copy of the worksheet. Under the File Menu, choose Page Setup. In the dialog box, paper orientation is under the “page” tab. Gridlines may be added under the “sheet” tab. You can also set margins and add a header and footer to your printout in the Page Setup dialog box.



Notes and Thoughts: